

MEETING MINUTES
Department of Corrections and Rehabilitation/Department of
Mental Health Apprenticeship Committee
Thursday January 27, 2011
660 Bercut Drive
Sacramento CA 95811

OPEN SESSION

I. CALL TO ORDER / APPROVAL OF PRIOR MEETING MINUTES

The following members were in attendance

Debbie Rives, Chair – Corrections Standards Authority (CSA)
Evonne Garner – Corrections Standards Authority (CSA)
Richard Subia – Division of Adult Institutions (DAI)
Anthony Lucero – Division of Juvenile Justice (DJJ)
Michelle Lewis – Division of Juvenile Justice (DJJ Parole)
Travis McCann – Office of Training and Professional Development (OTPD)
Harry Gist – Department of Mental Health (DMH)

A motion was made and unanimously passed to adopt the meeting minutes from the October 18, 2010 meeting of the Apprenticeship Committee.

II. PRESTON YOUTH CORRECTIONAL FACILITY CLOSURE

The closure of Preston Youth Correctional Facility will result in the transfer of employees from juvenile program classifications to adult program classifications. Typically transfers between entry-level classifications require that an apprenticeship program be completed for the new classification. With prior DJJ facility closures, the Apprenticeship Committee adopted a policy to allow juvenile program apprentices to receive full credit for their juvenile experience toward their adult classification and waive the apprenticeship program for journey level juvenile program employees. However, all transferring employees were required to complete the DAI components of the apprenticeship program within one year of transfer. This would enable impacted employees to retain their scheduled pay increases and eligibility for post and bid. The Apprenticeship Committee agreed to extend the same provision to employees impacted by the closure of Preston Youth Correctional Facility.

A motion was made and passed to approve the following exception to existing policy:

- Preston Youth Correctional Facility employees impacted, who have completed an apprenticeship program in their current position, will not be required to complete a new apprenticeship program. Notwithstanding this waiver, the impacted employees are required to complete the DAI components of the apprenticeship program within one year of placement.

- Preston Youth Correctional Facility employees impacted, who have not yet completed an apprenticeship program in their current classification and transfer to a position that requires an apprenticeship program shall receive credit for the apprenticeship hours served and will continue to complete the apprenticeship program in the new classification.

III. DAS APPRENTICESHIP AUDIT UPDATE

This was an information item only. Staff reported that a 60 and 90 day corrective action plan had been submitted to the Division of Apprenticeship Standards (DAS) in response to the recommendations made in their recent audit of the apprenticeship program. All outstanding issues have been addressed except for one: reconciliation of the Office of Training and Professional Development's (OTPD) recordkeeping program with DAS's recordkeeping program. OTPD has training scheduled with DAS on February 1, 2011. Upon conclusion of that training, OTPD can reconcile the two systems and the Apprenticeship Program will have addressed all issues identified in tea audit report.

CLOSED SESSION BAGLEY KEENE ACT §11125(B)

The Apprenticeship Committee convened to closed session. Per the Bagley Keene Act, the minutes of the closed session are confidential and are disclosed only to the Apprenticeship Committee or to a reviewing court.

RECONVENE OPEN SESSION

The decisions made in closed session were as follows:

Case 2011-01: The Committee issued a decision to grant the requested credit.

Public Comment

None.